Entering and Verifying Hospice Patient Contacts and Caregivers in Intake

There are two places that the Patient Contacts and Caregivers should be added during the intake process to ensure the CAHPS surveys can be sent out.

1. In Hospice Intake select the Patient Contacts link from the Caregivers tab.

2. Add the Patient Contact information including the address.

3. Add the Caregivers information by selecting the Pull Info button.

4. Pull the Caregiver information from the Patient Contact tab and select Pull All.

Verifying the Caregiver Information Has Been Added

The **Hospice CAHPS Survey Info** report can be run to verify all patients discharged from Hospice in the previous month have complete Caregiver demographics information.

There are columns on the report for Caregiver Name, Address, City, State and Zip. If these columns are blank for any patient, you can access **Intake** from the report to add the needed information.